Request Workflow

Access to AIM:

- Does the user have a NOAA email address?
    - Yes
- Does the user know their password?
    - Yes

Request:

- Did the PI approve the request?
    - Yes

Type of User:

Current user:

- Automatically approve. Current ITSAC and Current Suitability Check

New user:

- Did the user complete their ITSAC training?
    - Yes
- Does the user have a valid CAC?
    - Yes – verify CAC and user approved.
- Is the user a US citizen or permanent resident?
    - SC-1 (process)
    - Yes – complete Security Paperwork Package
    - User completes the following paperwork:
        - Security Coversheet
        - FD-258 Fingerprint (quantity 2)
        - OF-306 Declaration of Federal Employment
- Is the user a Foreign National?
    - SC-2 (process)
    - Yes – complete Security Paperwork Package
    - User completes the following paperwork:
        - Security Coversheet
        - FD-258 Fingerprint (quantity 2)
        - OF-306 Declaration of Federal Employment
    - Federal Sponsor completes/reviews the following paperwork:
        - Foreign National Visitor/Guest Security Coversheet
        - ESF - Endorsement Supplement Form
        - Appendix C
        - Appendix A – Espionage Indicators Certification
        - Appendix B
- Security Paperwork Package is complete?
- Yes
- Paperwork is submitted to the appropriate sponsoring organization's Administrative Official or Trusted Agent AO/TA person (GFDL, ESRL, NCEP, NSSL, AOML, etc.)
    - SP-1 (process depends on where/who is submitting the package)
- AO/TA person submits paperwork to OSY

- SP-2 (process)
- OSY reviews paperwork and generates e-QIP email to user
- User received OSY email – Invitation for e-QIP
- User completes e-QIP – submits the form, prints, signs, and sends OSY signature pages
- OSY reviews the material submitted and submits to OPM
- OSY sends email to AO/TA office that the user is clear for their position at NOAA, FBI fingerprint results were favorable, and NACI submitted to OPM. – **user approved**.

The problem is identifying who the appropriate AO/TA is for each user.